



GPC NEWSLETTER

DECEMBER 2002



Hello. Here's hoping everyone is well along in their ORI preparations...at least far enough along to allow you some down time over the holidays.

The topics selected for this, our twenty-ninth edition, reemphasize both some new and old program requirements and address those areas where improvement and/or increased understanding are required. We will discuss the new mandatory computer based training program, Billing Official responsibilities, a suspense date for completion of CARE logs, and various other subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:
<http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html>. Your suggestions for improvements are encouraged.

COMPLETION OF CARE PURCHASE LOGS

At the beginning of this calendar year, we began a campaign to inform you that all cardholder purchases had to be kept in the log contained in CARE. Each billing official should ensure, each month, that all purchases conducted are recorded in the electronic purchase log contained in CARE with the required detail as outlined in AFI 64-117. We have sent you instructions on how to do this and provided monthly reminders in this forum.

The time is fast approaching when this task must be completed. The deadline for having all purchases, starting with the April 2002 cycle, annotated in the electronic log contained in CARE is **31 Dec 02**. The billing official, as part of the annual inspection discussed above, MUST inform this office in writing that all purchase transactions, in the detail required by the regulation, have been entered into CARE. **This must include ALL purchases transacted after 25 Mar 02**. Failure to comply with this procedure will result in the suspension of the cardholder account until this requirement is satisfied.

DOD PURCHASE CARD TUTORIAL

On September 27, 2002, Ms. Deidre Lee, Director, DoD Defense Procurement and Acquisition Policy, USD(AT&L) signed a memo, requiring that all DoD personnel holding a Government Purchase Card complete a Defense Acquisition University GPC training module.

The DoD GPC Tutorial module is a self-paced course comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the GPC. This tutorial was developed after one, or more, of the various audits/inspections/reviews revealed serious program deficiencies. Its purpose is to provide training to cardholders and billing officials and help them to at ease with using the GPC.

This course is **IN ADDITION TO** any agency specific training the billing official and cardholder must complete prior to issuance of the GPC and annual refresher training. The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. The post-test **requires a minimum score of 70%** and may be taken as many times as necessary to obtain a passing score. A certificate of completion is available at the conclusion of a successful post-test and must be printed and forwarded to this office, **NOT LATER THAN 31 Dec 2002** to document your completion of this mandatory requirement.

Ensure you take the DoD version of the tutorial and NOT the GSA version. Separate instructions on the location of and accessing the training module have been sent to all billing officials and cardholders. If you do have not received this information, please contact me at 3-5115.

BOTTOM LINE: All program participants, to include cardholders, billing officials, and alternate billing officials, MUST complete this training with a minimum score of 70 percent AND forward a copy of the completion certificate by close of business on 31 Dec 02. This does NOT replace the initial or refresher training attendance requirement.

BILLING OFFICIAL RESPONSIBILITIES

In Oct 02 and Nov 02, we conducted a couple of sessions tailored solely for issues relating to the performance of billing official duties. Since there of some of you who could not attend, the following is a synopsis of what was discussed

Annual Surveillance

AFI 64-117, 06 Dec 02, Paras 3.6.1.6, 4.3.3.6, and Atch 4, requires the Billing Official (BO) to conduct surveillance

on 100% of their cardholders **at least annually** and 100% of their checkbook accounts **quarterly**. To ensure the annual inspection of cardholder accounts is conducted and properly documented, each billing official, by the **close of the calendar year (December 31st)**, must complete and forward to this office **written verification** that the required action(s) have been accomplished. Failure to do so will result in the suspension of the B/O account until this requirement has been satisfied. A copy of the format the annual report should be in has been e-mailed to you.

To ensure the quarterly inspection of check writer accounts is conducted and properly documented, each billing official, by the **close of this calendar year (31 Dec 2002⁵)**, must complete and forward to this office **written verification** that the required action(s) have been accomplished. This is a quarterly report due at the end of each third month (March, June, September and December). Failure to submit this report within 15 calendar days after the end of each third month will result in the suspension of the B/O account until this requirement has been satisfied. Again, a copy of the format the quarterly report should be in has been mailed to you.

Purchase Logs

See first article of this newsletter entitled, *COMPLETION OF CARE PURCHASE LOGS*.

Miscellaneous

We have become aware of some billing officials adopting a process of giving his/her userid and password to a cardholder so they can perform the billing official's approval/certification action in CARE. Besides being a violation of the spirit and intent of the AFL, it is downright imprudent. Any actions taken by anyone other than the billing official will be attributed to the billing official. You, as the billing official, are responsible for all actions taken using your userid and password.

If you encounter a problem when trying to log into the system or have lost or forgotten your password, you should contact USBank at 1-888-997-6722. You must provide them with your userid and answer the personal questions posed to you. The bank will issue you a temporary password. Once you access the system, you will be required to insert a new password...hopefully one you will remember.

Should you encounter problems when trying to access the Transaction Management function of CARE, you should contact your workgroup manager. Have him/her log onto the network using his/her userid and password. You should then log onto CARE and access TM. The program should download onto your computer. You will have to perform this process any time the Bank makes a change to

the TM function. This procedure is required as a result of our COMPUSEC protocols.

If, while attempting to use the GPC, your transaction is rejected, your initial action (after you calm down) should be to contact USBank. They can tell you immediately why the transaction has rejected. Armed with that information, you should contact us and inform us of the problem and what the bank told you. We should be able to make any correction required to get you back in the game.

TRANSACTION MANAGEMENT LOG ENTRIES

We continue to receive inquiries on how to input information into the "Log Detail" and "Log Line Item Detail" tabs in TM. So, as a result we are publishing this step-by-step process on how to do just that! Once you are in TM you must:

- Click the **Transactions** tab.
- Select the transaction to which you want to enter detail about.
- Select the **Log Detail** tab at about the right center of your screen.
- Enter the additional data in the fields provided using the guidance listed in AFI 64-117, para 4.3.5.3.1.1.
- Once you have filled in all the appropriate fields, select the **Log Line Item Detail** tab.
- This tab is used to itemize your purchase (for example: 2 boxes of pens, stapler, etc). For each item you must click the **Enter** button. This will add your entry to the log at the bottom and clear the fields for your next item.
- Once you are done itemizing your purchase, you must click back to the **Log Detail** tab and select the **Save Log** button. If you miss this step and move on to another transaction, your information will not be saved and you will have to retype the data.

***NOTE:** This way of entering data into your transaction log can only be accomplished on Unapproved/Open cycles. Once the cycle is closed and has been approved, this option will be unavailable.

Another way to enter transaction log data is by using the **Transaction Log** tab at the top of the TM screen. The steps for entering data on this screen are the same as above but you will not have the luxury of viewing the particular transaction you are entering data for. You must utilize your receipts or your Statement of Account to keep track of which transactions you are entering data for. In the instruction above, I mentioned how you must select the **Save Log** button in the **Log Detail** tab to save your information. This button may read as an **Add** button when

you are using the **Transaction Log**. These two buttons accomplish the same task.

When you are updating information that you have already created a log for, please follow these steps:

- Select the transaction that you want to update.
- Locate the information that you want to update by clicking on either the **Log Detail** tab or the **Log Line Item Detail** tab.
- Change the data in the appropriate field.
- When using the **Log Line Item Detail** tab, you must select the **Update** button in both the **Log Line Item Detail** tab and the **Log Detail** tab. If you are just using the **Log Detail** tab you only have to select the **Update** button in that tab.

If you require further guidance, please access the web-based training at <https://wbt.care.usbank.com>.

- The userid is “**usbank**”.
- The password is “**instruction**”
- Click on “**Training**”.
- Choose the “**CCP**” training link (second option).

Should you require any additional assistance, please contact David Robledo at 3-2852 or Ms. Jennifer Agcaoili at 3-0623.

PURCHASING APPLIANCES FURNISHINGS FOR WORK BREAK AREAS

Air Force organizations may use appropriated funds to purchase work break area furnishings and small appliances under the following conditions.

- Responsible officials must determine that the appliance(s) in question is reasonably necessary for, and not just incidental to, the proper execution of an authorized program and that employees need to remain at their place of duty (workstation) during the work shift.
- Break area furniture is authorized only for officially designated shop break (work) areas.
- The purchase of small appliances is for shop break (work) areas that directly support the operational mission. **(NOTE: In most cases, this will apply only to craft and maintenance type-shop areas not accessible to snack bars and cafeterias and not to staff/administrative offices, where personnel have desks and offices/cubicles and access to the foregoing facilities. Funding for appliances in these offices is the responsibility of the individuals working there.** The purchase must meet these criteria:

- Acquisition costs are relatively small and no snack bars or other eating facilities are readily accessible.
- The appliance acquisition must enhance employee morale and increase employee productivity.
- The appliance is not being purchased for the purpose of providing entertainment.

As always, if you have any questions concerning this policy, contact us. E-mail is preferred.

ILLEGAL CELL PHONES AT LAAFB

If your organization purchased a cell phone, avoiding the CSDR procedures, that cell phone was purchased illegally. If you are not sure, contact your organizations Unit Personal Wireless Communications System (PWCS) Manager (formerly LM R custodians). If you do not know your Unit PWCS Manager, please call the Base PWCS Manager (formerly Base LMR Manager) at 3-0650 or 3-1708

ACQUIRING PRINTING AND COPYING SERVICES

Printing, copying services, or copier services provided by commercial sources is prohibited unless government support is unavailable. Cardholders shall contact DAPS or the local government printing/copying office and determine that printing support is unavailable and must receive authorization from the DAPS Manager in order to use a commercial printing source. Coordination with DAPS/local government printing office may be done by telephone and documented in the purchase log. The single purchase limit for purchase card use with DAPS is \$100,000. (Authority above \$2,500 must be obtained from SMC/PKO).

Despite the closing of the local DAPS facility, LAAFB personnel are still required to use DAPS unless the decision to go elsewhere can be documented and supported in the file. DAPS' inability to meet your requirement (time or service constraints) is the only exception to using this service. DAPS will pay to have your requirement express mailed to the nearest facility for processing. So the fact that they are no longer co-located here at LAAFB, is not in itself reason not to utilize DAPS. Advanced planning will go a long way toward preventing logistics problems before they become potential mission failures.

When DAPS is not available and authorization is received to use commercial printing sources, the threshold shall revert to \$2,500 per purchase. Splitting these requirements to stay under the \$2,500 limit is unauthorized.

PURCHASING ORGANIZATIONAL COINS

We continue to get many inquiries about the purchase and issuance of organizational coins to military and civilian personnel and guests for various reasons. If these coins are to be purchased using appropriated dollars, then mandatory rules must be followed to ensure proper use of funds. Presentation of coins to dignitaries and officials purchased with official representation funds must follow guidance contained in AFI 65-603, while presentation to military and civilian personnel must follow AFI 65-601, Budget Guidance and Procedures, dated 17 Nov 00.

AFI 65-601, Vol 1, para. 4.29.2, authorizes Air Force activities to use appropriated funds to purchase organizational coins to be presented for performance recognition awards authorized by those AFI 36-XXXX series instructions which pertain to mission accomplishment, or a MAJCOM/FOA/DRU supplement thereto. AFI 36-2805, Special Trophies and Awards, para. 1.4.4, dated 29 Jun 01, authorized presentation of organizational coins as mission accomplishment awards. **No other authority allows the use of appropriated funds to procure mementos, e.g., coins or medallions, for Air Force individual military or civilian personnel or units if the reason is for the presentation is not specifically addressed as a mission accomplishment award.**

The Air Force does not have the authority to issue coins procured with appropriated funds simply for being assigned to an organization, being present for duty or being an attendee at a recurring periodic meeting. The authority for merchandise-type items (e.g. organizational coins) for mission accomplishment awards for civilians is 5 USC 1125 (CG Decision B-243025) and for military, 10 USC 1125 (CG Decision B-247687). Organizational coins purchased with appropriated funds may not be personalized with the presenter's name (EXCEPTION: Four (4) star general officers are authorized to personalize coins.) IAW AFI 65-601, Vol 1, para 4.29.2.

Nonappropriated funds should be used to buy mission accomplishment awards for NAF employees, AFI 34-201, Use of NAF, para. 9.1.1.2 (1 Oct 99).

If you have any questions or comments, contact me at 3-5115.

PURCHASING DRINKING WATER

Air Force organizations may purchase drinking water with appropriated funds **only** when it is a necessary expense from the government's standpoint, such as when:

- The public water supply is unsafe for human consumption **as determined by competent medical/environmental authority in writing.**

- There is an emergency failure of the water source on the installation.
- A temporary facility has no drinking water available within a reasonable distance.
- There is no water fit for drinking purposes available without cost or at a lower cost to the government. This would include drinking water that is available from standard sources, i.e., drinking fountains, but not potable by reason of offensive smell, taste, and discoloration as determined by the Installation Commander. The purchase of drinking water with APF would cease to be authorized when the problem with the drinking water has been remedied.

For further guidance, contact us via the dedicated e-mail address or at 3-2852 or 3-0623.

MAINTAINING PROGRAM DOCUMENTATION

We are often asked how long GPC documents must be maintained. The billing official shall ensure all receipts, shipping paperwork, written record of coordination and all other supporting documentation should be maintained for at least three years after that transaction has been paid. For example, documentation for a transaction that appeared on your Oct 2002 statement should be maintained at the billing official/cardholder level for three years or the end of the Oct 2005 billing cycle. This requirement also applies to records document billing official surveillance. AUTH: GRS 3, Item 3a(1)(b) and FAR 4.805(b)(3).

USE OF GPC ABOVE \$2,500

Do you know what is required to use your GPC above the \$2,500 level? Well, not everyone does! If you want to use your GPC above the \$2.5K limit, (1) you must have a letter authorizing you to do so, AND (2) the item(s) must be available on a prepriced contracting instrument (GSA, BPA, IDIQ, etc.).

The last part of that equation is what I want to emphasize. You must ensure that the item you purchase is actually on the contract. The vendor will tell you they do indeed have a contract and will even give you the contract number, but if the item you purchased is NOT on the contract, you have violated the rule against using the card above that \$2.5K on the open market (definitely an offense resulting in suspension).

Please ensure the item you want to buy is on the GSA or other contract. Ask them specifically, "Is this item on your GSA contract"? To be safe ask them to send you a copy of the page of the contract schedule that lists the item.

MANDATORY PURCHASE CARD REFRESHER TRAINING

Annual GPC refresher training is MANDATORY for all program participants, cardholders and billing officials. Failure to attend this training within **30** days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC refresher training session is scheduled for 11 Dec 2002 from 0900 to 1200 in Bldg. 219, Room 1080. Attendance is on a first-come, first-served basis. For further information, contact David Robledo (3-2852) or Jennifer Agcaoili (3-0623).

Bottom Line: You must attend refresher training within 12 months of your last training session... whenever that was!!

INITIAL AND REFRESHER TRAINING

GPC refresher training is MANDATORY for all program participants, cardholders and billing officials. Failure to attend this training within 30 days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
08 Jan 03	15 Jan 03
05 Feb 03	12 Feb 03
05 Mar 003	12 Mar 03
02 Apr 03	09 Apr 03
07 May 03	14 May 03
04 Jun 03	11 Jun 03

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smcpk.impac@losangeles.af.mil. Take good care of yourselves!! See you next month!!

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